

**Date: January 8, 2013**

**Time: 3:30 pm – 4:30 pm**

**Location: 1st floor, James K. Polk Building, DOHR conference room 1  
dial in number 532-4599**

## MEETING NAME/DESCRIPTION

### Attendees:

<input checked="" type="checkbox"/> Debbie Rivers	<input checked="" type="checkbox"/> April Romero	<input type="checkbox"/> Marilou Cook	<input type="checkbox"/> Kim Harmon
<input checked="" type="checkbox"/> Tina Fox (by phone)	<input type="checkbox"/> Michael Blade	<input checked="" type="checkbox"/> Jason Conner	<input checked="" type="checkbox"/> Greg Spradley
<input type="checkbox"/> Terry Malone	<input checked="" type="checkbox"/> Mark Patterson (by phone)	<input type="checkbox"/> Melinda Crutchfield	<input type="checkbox"/> Trish Pulley
<input checked="" type="checkbox"/> Dr. Macel Ely (by phone)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Antonio Meeks (HR representative)

### Meeting Agenda

Item	Who	Time
Review of Minutes from last Steering Committee Meeting - No changes were made to the minutes. They are now posted to the TGMI web site and LinkedIn website.	Debbie Rivers	5 minutes
Welcome and Review of 2013 Steering Committee Members – Handout of members and their info was distributed. No changes were requested.	Debbie Rivers	5 minutes
Roberts Rules of Order – handout and website: <a href="http://www.rulesonline.com/index.html">http://www.rulesonline.com/index.html</a> The Steering Committee Meetings hold loosely to the Roberts Rules of Order, especially where votes are concerned. Please be familiar with the proper process for making motions for future meetings.	Debbie Rivers	5 minutes
Steering Committee Calendar – handout included all steering committee meeting dates: Jan 8, Feb 12, Mar. 12, Apr. 16, May 14, June 11, July 16, Aug 6, Sept. 10, Oct 8, Nov 12, Dec 17 Holiday Breakfast date: December 6 Also handed out dates for TGMI class of 2013 – Orientation April 19 @TBI HQ, TGMI week 1 @ Natchez Trace – May 5-10, TGMI Week 2 @ Knoxville – June 16-21, TGI (TGMI and TGEI) Graduation – November 22. The TGMI Steering Committee will have a role to play in all of these events, but the details are not clear. For now, please mark your calendar so that the dates don't take you by surprise. More specific planning will occur as the dates draw near.	Debbie Rivers	5 minutes
Alumni By-Laws – handout and link to this document on TGMI website is: <a href="http://www.tn.gov/dohr/TGMI/pdf/tgmi_bylaws.pdf">http://www.tn.gov/dohr/TGMI/pdf/tgmi_bylaws.pdf</a> It is important for all Steering Committee Members to be familiar for what is and is not in the bylaws. Please read these and become familiar with them before the next meeting to better understand the role of the Steering Committee.	Debbie Rivers	10 minutes
Committee Chair and Officer nominations – 1) Nomination of Officers - Treasurer and Secretary. a. Treasurer – Kim Harmon was nominated for this position by Tina Fox, and seconded by April Romero. No opposing votes. Kim declined the nomination. April Romero nominated Terry Malone via email after the meeting and was seconded by Debbie Rivers. No opposing votes. b. Secretary - Marilou Cook was nominated to this position by Jason Conner and seconded by Tina Fox. No opposing votes. 2) Handout of current committees and nomination of this year's Chairs and committee members. There was a discussion about how the chairperson and membership on most of these committees is not restricted to the Steering Committee Members – it is open to all Alumni to participate and join committees. The Chairperson for each committee is responsible for defining goals for the year and setting up meetings with the committee members as needed, and recruiting members to their committees. a. Charter Committee –Duties include maintenance of By-laws and management of annual elections. Mike Travis was nominated to	All	20 minutes

<p>remain as Chairperson of this committee by Debbie Rivers and seconded by April Romero. No opposing votes. Debbie Rivers and April Romero volunteered to be on this committee. It was decided Mike Travis would define additional members. Previous year members included: Phyllis Hodges, Jon Zirkle, Ross White.</p> <p>b. Communications Committee – Duties include website management and newsletter development. April Romero will be Chairperson for this committee since she is Vice Chair. Debbie Rivers volunteered to be the Alumni Database contact. All Class reporters will continue on the committee.</p> <p>c. Community Service Committee – Duties include proposing and implementing alumni community services projects. Jon Zirkle has resigned his position as Chairperson on this committee and recommended that Jason Conner take over as Chairperson. Debbie Rivers nominated Jason Conner for Chairperson and Greg Spradley seconded the motion. There were no opposing votes. April Romero nominated Chris Harris for membership and Jason Conner seconded the motion. There were no opposing votes. Jason Conner nominated Jon Zirkle for membership and Debbie Rivers seconded the motion. There were no opposing votes. Tina Fox volunteered as committee members.</p> <p>d. Business Events Committee – Duties include hospitality and orientation planning for new class, coordinating lunch-n-learn sessions, and planning for the holiday breakfast. Phyllis Hodges has resigned her position as Chairperson on this committee. Jason Conner nominated Greg Spradley for Chairperson and April Romero seconded the motion. No opposing votes. Debbie Rivers volunteered as Committee member. April Romero nominated Terry Malone for membership and Jason Conner seconded the motion. There were no opposing votes.</p> <p>e. Education and Leadership Development Committee – Duties include planning for the annual leadership conference and coordinating speaker's bureau events and planning mentoring events. April Romero nominated Ross White to remain as Chairperson of this committee. Debbie Rivers seconded the motion. There were no opposing votes. Stephanie Penney, Greg Spradley, Melinda Crutchfield and Debbie Rivers were nominated as committee members.</p> <p>f. Social Committee – Duties include proposing and coordinating social events for the alumni. April Romero nominated Melinda Crutchfield as the chairperson of this committee. Jason Conner seconded the motion. There were no opposing votes. April Romero and Jason Conner volunteered as committee members. Shortly after the meeting, but before minutes were completed Archie Doby volunteered to join this committee as well.</p>		
<p>Alumni Member List – Copy of spreadsheet was distributed for ease of reference. Link to Alumni Database on TGMI Website is: <a href="http://apex.oracle.com/pls/otn/f?p=24600:LOGIN">http://apex.oracle.com/pls/otn/f?p=24600:LOGIN</a></p>	Debbie Rivers	5 minutes
<p>New Business</p> <ol style="list-style-type: none"> <li>1. April Romero provided updates from the Social Committee. The recent survey results were reviewed and discussion about setting up a TPAC event (Cabaret – Feb 14-29) and an event to visit Emancipation Proclamation (Feb 12-18) at the State Museum. Survey results also encouraged continued Social Hour events, with a proposed change in venue to Bar Louie or some other downtown location with better parking availability. Predator and Sounds game events will also be scheduled. UT Vols game, the Train ride and many other events were also noted to be of continued interest, so will be areas for the social committee to evaluate and possibly schedule for the next year. All TGMI Alumni are encouraged to contact the Social Committee to discuss things they would like to do.</li> <li>2. Jason Conner provided an update from the Community Service Committee. The Adopt-A-Highway event scheduled for January has been postponed until March due to lack of participation. There was discussion about how to get more Alumni involved in this event since it has been one that has seen very little participation over the last year. The can sorting event at Second Harvest Food Bank is still scheduled for Saturday, January 12. There was</li> </ol>	All	5 minutes

<p>good response to this and it will be good to see how many people are able to participate. The Habitat for Humanity event is still TBA. No date set.</p> <p>3. Debbie gave the Steering Committee homework by asking that all members bring a list of goals that they have for either the Steering Committee or for any committee that they are leading or participating in so that we can discuss and define those goals in the next meeting. This will set the stage for the tasks in the coming year.</p>		
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Decisions		
Item		
<p>Treasurer = Terry Malone  Secretary = Marilou Cook  Charter Committee Chair = Mike Travis  Communications Committee Chair = April Romero  Community Service Committee Chair = Jason Conner  Business Events Committee Chair = Greg Spradley  Education and Leadership Development Committee Chair = Ross White  Social Committee Chair = Melinda Crutchfield</p>		

Follow Up Tasks		
Item	Who	Completion Date
Debbie to reach out to those nominated for Officer or committee Chairperson positions to determine if they are willing to serve.	Debbie Rivers	1/15/2013
All members to document their goals for committee(s) by the next meeting	All	